

**Post Title: Operations and Development Manager**

**Person Specification / Application Form**

Detailed below are the type of skills, experience and knowledge which are required of applicants applying for the post. The “Essential Requirements” indicate the minimum requirements. Applicants lacking these attributes will not be considered for the post.

The points detailed under “Desirable Requirements” are additional attributes to enable the applicant to carry out the role more effectively with little or no training. They are not essential but may be used to distinguish between acceptable candidates.

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| **Skills, Experience and Knowledge**  ***In the spaces below please detail your skills, experience and knowledge along with other evidence to show how you meet the essential and desirable requirements of the role.*** | **Essential** | **Desirable** |
| Empathy with refugees and asylum seekers and commitment to the aims of the organisation | **X** |  |
| A track record of leadership and managing projects successfully to completion | **X** |  |

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| Experience of staff management including supervision, appraisal and performance management | **X** |  |
| A track record of turning concepts into practical projects | **X** |  |
| Exceptional organisational skills, including an ability to manage a varied workload | **X** |  |
| Ability to work flexibility as part of a diverse team | **X** |  |
| Outstanding interpersonal skills and the ability to build strong relationships with **others** with varied backgrounds, within the organisation and within the sector | **X** |  |

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| Outstanding communication and written skills | **X** |  |
| An ability to get across detail of regulatory and compliance requirements and understand their implications for service delivery | **X** |  |
| Problem-solving abilities that are adaptable to a variety of situations | **X** |  |
| Ability to write detailed, concise and appropriate funding applications and reports | **X** |  |
| Experience of computer packages including Word, Excel, and database management | **X** |  |
| Knowledge of issues facing asylum seekers and refugees | **X** |  |
| Good understanding of Health and Safety, Quality Assurance and Safeguarding processes and application | **X** |  |
| Experience of successfully managing change within an organisation |  | **X** |
| Project management qualification or training |  | **X** |
| Understanding of the legal obligations of charities and employers |  | **X** |

**PERSONAL DETAILS**

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| **Name:** |
| **Address:** |
| **Phone:** |
| **Email:** |

#### **REFERENCES**

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| Employment is subject to receipt of references.  Please supply details of 2 work referees. These should **not** include relatives or personal friends.  The first reference should be from your present employer, or your last employer if you are  currently unemployed. |

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| **Name:** | **Name:** |
| **Job Title** | **Job Title** |
| **Address** | **Address** |
| **Tel:** | **Tel:** |

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| --- | --- |
| **Email:** | **Email:** |

The post holder will need to confirm their entitlement to work in the UK. Can you prove your entitlement to work in the UK with an EU Passport, Biometric Residence Permit or other document? Yes / No

**Where did you hear about this vacancy?**

**…………………………………………………..**

**DECLARATION**

To the best of my knowledge, the information I have supplied in this application is true and correct. I understand that any false statement may disqualify me from employment or render me liable to dismissal.

Print Name: Date:

This electronic form is considered to be as binding as a handwritten signature.

**Thank you for taking the time to complete this application.**

**Completed Applications should be emailed to: roger@retasleeds.org.uk**

**Deadline for applications – 12 noon on Thursday 2nd August 2018**

**Interview Date – Thursday 9th August 2018**